How to **DOWNLOAD** Your AB 2766 Annual Report File

STEP 1: LOG IN

A. Log in to the *OnBase* system by visiting: https://onbase-pub.agmd.gov/SAppNet

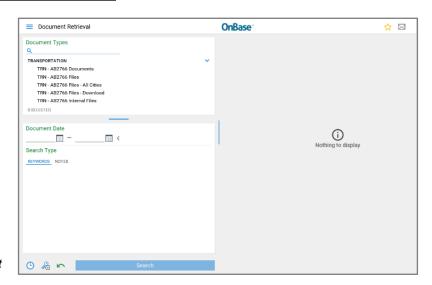


- B. Enter your USER NAME and PASSWORD.
- **C.** Select either **ActiveX** or **HTML**. (ActiveX users must have ActiveX enabled.

*NOTE: Pop-up Blocker must be turned off.

Double-click on the file you wish to

download.



You should see this screen

STEP 2: **GET FILES**

A. Click the Main Menu drop-down button. B. See that Document ■ Document Retrieval ₩ 🕁 🖂 Test City **OnBase** Retrieval is selected. ocument Types cument Search Results RANSPORTATION C. In Document Types under TRN - AB2766 Files TRN - AR2766 Files - All Cities TRN - AB2766 Files - Download - 10/17/2019 - Year: 2019 - TABLE 1 SEPTEMBER 2019.PD **TRANSPORTATION** select TRN - AB2766 Files - Download - 10/17/2019 - Year: 2019 - TABLE 2 SEPTEMBER 2019.PDI TRN - AB2766 Internal Files TRN - AB2766 Files - Download - 10/17/2019 - Year: 2019 - TABLE 3 SEPTEMBER 2019.PDI TRN - AB2766 Files - Download - 10/17/2019 - Year: 2019 - TABLE 3A SEPTEMBER 2019 PD TRN - AB2766 Files - Download - 10/17/2019 - Year: 2019 - TABLE 4 SEPTEMBER 2019.PDI TRN - AB2766 Files - Download . -. < TRN - AB2766 Files - Download - 10/17/2019 - Year: 2019 - TABLE 6 SEPTEMBER 2019 PD KEYWORDS NOTES D. In Search Type select KEYWORDS and enter: "2019" **E.** Click the blue **Search** button. Search F. Locate the Annual Report File, Emission Factors Tables, and Access File Instructions. Do you want to open or save TRN_- AB2766_Files_- Download_-_10-17-2019_- Year_2019_- TRN_- AB2766_FILES_- DOWNLOA....accdb from onbase-pub.aqmd.qov?

G. The **FILE DOWNLOAD** pop-up box will be displayed at the bottom of the screen. Click the down arrow on the right side of the *Save* button and select *Save As*. Save the file in a location on your computer where you can easily find it.



Open Save ▼ Cancel

IMPORTANT: DO NOT change the ".accdb" file extension of the Access file!